<div align="right">

ISO TC184/SC4/QC N108
Supersedes: QC N099
Date: 1999-04-23

</div>

Convener Approval Checklist for SC4

The Working Group Convener shall review and verify to be correct the items identified in the list below by placing a check mark in the box of the items verified then signing and dating the checklist after completing verification. The Convener shall then send an Email message to the SC4 sign-off exploder (sign-off@cme.nist.gov) stating the date of the sign-off, the SC4 standard number, part number and title, and the n-number and date (on the cover page) of the approved part and any related documents with their n-numbers and dates. The part is now ready for release to the SC4 Secretariat for ballot preparation. The part (electronic and paper formats as required by the Secretariat), the completed checklists, and all other supporting documents (electronic formats only) for the part shall be sent the SC4 Secretariat. Requirements for submitting documents at any stage of approval may be found at <http://www.nist.gov/sc4/www/stdsumm.htm>.

The current versions of supporting documents for SC4 part developers may be found at <http://www.nist.gov/sc4/www/necsdocs.htm>.

PROJECT TEAM REVIEW

☑ 1. The Project Leader has dated and signed the completed checklist prior to submitting it to the Convener.

   Comments: | PL completed WG12N541 - as appropriate |

☑ 2. The Project Leader's checklist has at least one box checked for each numbered item that applies to the part.

   Comments: | as appropriate |

☑ 3. The project team's internal reviewer has completed, dated, and signed the project team's internal review report.

   Comments: | Waived by Convener - Minor changes from DIS |

PART STAGE

☑ 4. This part is at stage:

    ◉ Stage 6 (IS).

    ○ Stage 5 (FDIS).

    ○ Stage 4 (DIS).

    ○ Stage 3 (CD).

    ○ Stage 2 (WD) industry review.

    Comments: [   ]

COVER PAGE

☑ 5. The cover page has the correct format, structure, and content. *(See 4.2.1 and annex A of the [Supplementary directives for the drafting and presentation of ISO 10303 (SD)](#) and <[http://www.nist.gov/sc4/editing/cover](#)>.)*

    Comments: `Deviations as currently required by ISO`

☑ 6. The N-number is present and correct. If the document has been updated, the 'Supersedes' field contains the previous N-number.

    Comments: `Yes`

☑ 7. The date is present with the format YYYY-MM-DD.

    Comments: `Verified`

☑ 8. The part number and title have been verified with the SC4 Secretariat as being the same as that recorded by TC 184/SC4 for the project type.

    Comments: `Verified`

☑ 9. The part title on the cover matches the part title provided on the Scope page.

    Comments: `Verified`

☑ 10. The ballot stage and ballot cycle are correctly indicated.

    Comments: `Verified - not for ballot - for IS Registration`

☑ 11. The abstract is unambiguous and supports the scope of the part.

    Comments: `Same as prior`

☑ 12. The keywords are appropriate for inquiries by interested parties.

    Comments: `Same as prior`

☑ 13. The Project Leader and Part Editor are correctly specified as recorded by TC 184/SC4; names, addresses, telephone/FAX numbers, and e-mail addresses are present.

names, addresses, telephone/FAX numbers, and e-mail addresses are present.

Comments: `Verified`

☑ 14. The 'Comments to Reader' field contains the correct required text for the part. *(See <http://www.nist.gov/sc4/editing/cover/cov_read.htm>.)*

Comments: `Modified accordingly`

☑ 15. The 'Copyright Notice' field contains the correct required text for the part at its current stage. *(See <http://www.nist.gov/sc4/editing/cover>.)*

Comments: `Modified according to ISO Requirments`

COPYRIGHT

☑ 16. The copyright symbol and statement are on the bottom of page ii. They are correct and as specified by the *SD. (See 4.2.2 of the SD.)*

Comments: `Modified according to ISO Requirments`

☑ 17. The correct copyright symbol is on page 1, and it is as specified by the *SD. (See 4.1.4 of the SD.)*

Comments: `Modified according to ISO Requirments`

☑ 18. Each page of the document has the correct page header with the copyright symbol as specified by the *SD. (See 4.1.4 of the SD.)*

Comments: `Modified according to ISO Requirments`

CONTENTS, ANNEXES, FIGURES, AND TABLES

☑ 19. The table of contents (TOC) starts on page ii (left-hand side of the document. *(See 4.2.2 of the SD.)*

Comments: `Modified according to ISO Requirments`

☑ 20. The TOC is complete and contains the information specified by the *SD. (See 4.2.2, 7, or 8.1 of the SD.)*

Comments: `Modified according to ISO Requirments`

☑ 21. All figures and tables have a title and are presented in the correct format as specified by the *SD. (See 4.5 of the SD.)*

Comments: `Verified`

☑ 22. The index is present and starts on the page specified by the TOC. *(See 4.2.2 of the SD.)*

Comments: `Verified`

SCOPE

☑ 23. The Scope for the part begins on page 1 (right-hand side of the document) and the format of the page is correct as specified by the SD, including the header that is different from all other page headers for the part. *(See 4.1.4, 4.1.6, 4.3.1 of the SD.)*

Comments: `Verified`

☑ 24. The title of the part that appears on the Scope page is the same title that is registered with SC4 for the part.

Comments: `Same as prior`

☑ 25. The title makes proper use of upper and lower case letters, as specified by the *SD. (See 4.3.1.1 of the SD.)*

Comments: `Verified`

☑ 26. All in-scope and out-of-scope aspects of the part are identified and verified. *(See 4.3.1.2 and 6.2, 7.1, or 8.2 of the SD.)*

Comments: `Same as prior`

☑ 27. The scope as stated in the original New Work Item for the part:

○ has been increased. Please enter the date when a new work item will be initiated into the comment field above.

○ has been decreased. Please enter the date when a new work item will be initiated into the comment field above.

◉ is unchanged.

Comments: [   ]

☑ 28. The Convener has notified the SC4 Secretariat of the scope changes:

○ Yes.

◉ The scope is unchanged.

Comments: [   ]

☑ 29. The scope statement is complete, concise, unambiguous, and conveys the scope of the part in terms that are understandable to an engineering user, an application domain expert, and a software implementor. *(See 4.3.1.2 and, depending on part class, also 6.2, 7.1, or 8.2 of the SD.)*

Comments: `Same as prior`

☑ 30. No user requirements or definitions appear in the scope statement. *(See ISO/IEC Directives Part 3:1997 clause 6.2.1.)*

Comments: | Same as prior |

☑   31.   No font sizes smaller than 2.5mm in height or 8pt size appear in any of the text, diagrams, figures, or tables. *(See 4.1.3 and 5.4 of the <u>SD</u>.)*

Comments: | Verified |

ISSUE LOG

☑   32.   The issue log is up-to-date for the Stage of the part:

    ○   At Stage 3, there is evidence of active issue resolution (open issues are permitted).

    ○   At Stage 4, there are no open technical issues (though there may be open editorial issues).

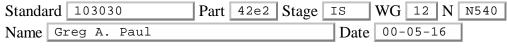   ◉   At Stage 5, there are no open issues.

     Comments: | |

☑   33.   The issue log is in the proper format for the Stage of the part:

    ○   At Stage 3, the issue log is coherent, uses application domain terminology, and is complete.

    ◉   At Stage 4 and Stage 5, the issue resolutions are recorded using ISO Form 13B. *(See <<u>http://www.nist.gov/sc4/forms/form13b</u>>.)*

     Comments: | |

REQUIRED SUPPORTING DOCUMENTS FOR 10303 APPLICATION PROTOCOLS

If the part is a 10303 application protocol, check the following items:

☐   34.   The validation report is complete for the Stage of the part in question. *(See 5.3.2, 5.4.1, 5.4.5, and 5.6.1 of [Guidelines for the development and approval of STEP application protocols (APG)](#).)*

          Comments: `Not applicable`

☐   35.   Annex L contains usage scenarios for the part. Annex L is optional but you are strongly encouraged to include it. *(See 4.7 and 5.4.6 of the [APG](#).)*

    ○   Yes. The usage scenarios reflect the scope of the part.

    ○   No. Convener and project team have agreed that usage scenarios are not needed at this Stage for this part.

          Comments: `Not applicable`

☐   36.   Annex M contains technical discussions about the part. Annex M is optional but you are strongly encouraged to include it. *(See 4.7 of the [APG](#).)*

    ○   Yes. The technical discussion in annex M is concise and contains useful and clarifying information about the part.

    ○   No. Convener and project team have agreed that technical discussions are not needed at this Stage for this part.

          Comments: `Not applicable`

☐   37.   The abstract test suite that corresponds to this part is appropriately complete for the part's Stage:

    ○   At Stage 3, the test purposes are complete for the ARM and are in work for the AIM.

    ○   At Stage 4 and Stage 5, the abstract test suite is complete.

          Comments: `Not applicable`

APPROVAL

I have reviewed and verified the items on this document for:

Standard `103030` Part `42e2` Stage `IS` WG `12` N `N540`

Name `Greg A. Paul` Date `00-05-16`

To save a partially complete form for completion in another session:
1) select the "Return an editable Form" radio button,
2) press the save button at the bottom of the form and wait for the new form to return, then
3) use the File|Save option in your browser.
The saved form is editable and may be re-submitted.

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1) select the "Return a static Form" radio button,
2) press the save button at the bottom of the form and wait for the new form to return, then
3) use File|Save in your browser.
The saved form is less susceptible to mod ification. The saved, completed form may be emailed to the
sign-off exploder (s ign-off@cme.nist.gov). This step will be automated in the future.

| Save |

⚪ Return a static
Form
⦿ Return an editable
Form

Send mail to the [Quality Committee](#).